



INDIANA STATE POLICE

LABORATORY DIVISION

INFORMATION

FOR CUSTOMERS

The Laboratory provides scientific examinations of physical evidence for criminal justice agencies within the State of Indiana. Since 1991, the Laboratory has been accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). In accordance with accreditation standards, this document outlines the parameters and limitations for the submission and analysis of physical evidence.

1. The Laboratory shall only accept evidence associated with criminal investigations.
2. Submitting agencies shall indicate on the Request for Laboratory Examination Form the type of forensic examinations to be performed. Physical Evidence Bulletins describe the forensic services offered by the Laboratory and the evidence packaging and submission protocols.
3. The Laboratory reserves the right to decline acceptance or not conduct analysis of evidence deemed unsuitable, insufficient in quantity/quality or of limited value. If evidence is accepted but not analyzed, the customer shall be informed on the Certificate of Analysis that an item of evidence was not analyzed.
4. Laboratory staff shall determine the test method to be performed, the scope of analysis, and the items to be analyzed according to laboratory guidelines. The Laboratory acknowledges that each case is unique and shall conduct the most appropriate analysis possible.
5. The Laboratory may conduct testing beyond the type of forensic examinations requested. The customer shall be informed by the Certificate of Analyses of the types of forensic examinations performed.
6. The Laboratory shall use only validated analytical methods. When appropriate and technically justified, the Laboratory may utilize approved deviations to analytical methods.
7. The customer will not necessarily be informed of the specific methods used to analyze the submitted evidence. However, the Laboratory maintains information regarding the exact test methods used in examination. Upon request this information shall be made available to members of the criminal justice system.

Indiana State Police Laboratory Division Information for Customers

8. Evidence may be transferred to another laboratory within the Indiana State Police Laboratory Division at the discretion of a Laboratory Manager.
9. It may be necessary to subdivide an item of evidence (e.g. cuttings, extractions, tape lifts, and digital images) for analysis or proper preservation. These subitems may be retained by the Laboratory for possible future examination.
10. Depending on the caseload of the Laboratory and the needs of the customer, evidence may be sent to a competent outside laboratory for analysis.
11. The customer shall be informed by a Certificate of Analysis when cases are subcontracted.